

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Greenskeeper										NA										5001										06										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM Intor to FWS Job Grading System TS-44 Sep 81, TS-13 Sep 70, TS-1 Sep 68 Handbook of Occupational groups and Fam aug 02																																																	
S.J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Greenskeeper **POSITION NUMGER** 01-021A

JOB SERIES: 5001 **PAY LEVEL:** NA-6

Summary of Duties: Plans, schedules, directs, and performs work required to properly maintain a golf course. Responsible for the general care and upkeep of golf tees, fairways, bunkers, hazards, putting greens, golf flags, sand traps, and other facilities on golf courses, lawn bowling greens, and other special lawn areas. Recommends alterations to improve playing conditions; and directs lower level employees in the installation of authorized alterations. Determines and recommends the type of grass and other types of turf to be used. Diagnoses lawn and grass diseases, and applies proper curative treatments. Determines when grounds are in suitable playing condition, when use should be prohibited, and when regular greens should be withdrawn from play and temporary greens substituted. May operate a variety of vehicles. Performs other related duties as assigned.

Skills and Knowledge: Must have a working knowledge of ground maintenance and accepted methods used in seeding, mowing and replacing grasses used on golf courses and bowling greens. Must have knowledge of soils, chemicals, equipment used for maintenance and upkeep of golf courses and bowling greens; common grass diseases and pests and environmentally approved methods used for their control and eradication. Must possess or be able to obtain certificate of completion of environmental training. A driver's license is required when operating vehicles.

Responsibility: Incumbent plans and carries out work according to growth seasons and maintenance requirements. Follows instructions on product labels which are peculiar to the geographic area in which the facilities are located giving proper consideration to weather conditions such as temperature, winds, and precipitation. Supervisor determines overall requirements and is available to give advice on new or unfamiliar methods or problems that arise and checks to see completed work meets acceptable standards.

Physical Effort: Work requires frequent walking, standing, pushing, bending and stooping. Frequently lifts heavy objects up to 40 pounds and occasionally lifts objects over 40 pounds.

Working Conditions: Work is done outdoors and incumbent is exposed to hot sun, sometimes chilly or rainy weather; dirt, dust, mud and sometimes chemical sprays and dusts. Must wear issued protective equipment.